

# Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

<b>Position:</b>	Accounting Analyst / Associate Accounting Analyst – County Cost Plans Unit (CCPLA)
<b>Position #:</b>	051-420-4582-058 051-420-4588-XXX
<b>Salary Range:</b>	\$3,106-\$4,670 \$4,619-\$5,616
<b>Issue Date:</b>	October 9, 2008
<b>Contact:</b>	Candace Martin (916) 324-1867
<b>Location:</b>	Accounting & Reporting 3301 C Street, Suite 500 Sacramento, CA 95816
<b>Final Filing Date:</b>	Statewide October 22, 2008

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is the destination employer within the State of California.

## Scope of the Position:

Under the direction of the Accounting Administrator I (Supervisor) the incumbent will apply analytical procedures necessary to approve county cost plans for those counties that have lower level functional cost centers, or do not have accounting systems that are integrated with cost accounting and personnel/payroll systems. This position will involve travel of 25-40 percent.

Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

## **DUTIES WILL COMMENSURATE WITH LEVEL HIRED**

- Conduct desk analysis and/or travel to county offices to conduct field analysis of county wide cost allocation plans. Verify that data incorporated in county cost plans is adequately supported. Based on analysis, provide either a provisional or formal approval of the cost plan.
- Meet with county officials to resolve issues connected to cost allocation plans. Provide information on criteria for direct charges for services, and how to correct areas lacking sufficient support.
- Prepare a "findings and recommendations" report citing specific rules for those inadequate areas of a plan. As appropriate, meet with county officials to discuss the report, and provide recommendations for correcting inadequacies.
- Analyze countywide cost allocation plans for adherence to the standards of allowability prescribed by federal and state rules and regulations. Based on analysis, write a negotiation agreement between the State and the County to define future conditions of approval.
- Prepare the cost allocation plan summary report providing the total claimable costs of smaller counties for the upcoming fiscal year.
- Prepare the Quarterly Net Savings Report data for the smaller counties.
- Respond to questions from counties regarding the denial of their plan. Provide data and cite references to substantiate the denial. Assist counties in understanding the regulations, and explain specific discrepancies in their plan.
- Provide counties with information on how to better meet the rules and regulations required to obtain cost reimbursement for federal and/or state grants and contracts.

## Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

**All hires will be subject to a background check.**

**For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Submit a Std.678 State Application and Resume to:

State Controller's Office  
Division of Accounting & Reporting  
ATTN: Candace Martin  
3301 C Street, Suite 500  
Sacramento, CA 95816

**Please write "420-4582-058/4588 - CCPLA" on your application. Applications without this information may be rejected.**